



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2050 WORTH ROAD, SUITE 37
FORT SAM HOUSTON, TEXAS 78234-6037

MCAA (1e)

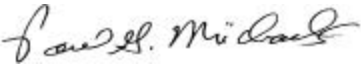
25 January 2001

MEMORANDUM FOR CHIEFS, HCAA CONTRACTING CENTERS/OFFICES

SUBJECT: Invoices and Receiving Reports

1. In response to the payment problems we are currently experiencing with the San Antonio OPLOC and the thousands of dollars the U.S. Army Medical Command is paying monthly in interest penalties, this office is implementing the following guidance for your action. One area in which we can assist the OPLOCs is to provide guidance to the contractors and activities in the correct preparation of their invoices and receiving reports. Enclosed are two notices with current information.
2. The first notice (Invoices) will be mailed out to the contractors with each award, task order, or modification issued by your office. The second notice (Material Inspection and Receiving Report (DD Form 250)) will be sent to all activities responsible for receiving the supply/service with their copy of the award, task order, or modification. The sample DD Form 250 (enclosure to second notice) should accompany the notice. If your office is e-mailing the awards/modifications, these notices should be included.
3. These notices should be sent with all awards/modifications, other than those paid by credit card. These problems are not exclusive to the San Antonio OPLOC, and these notices should be provided to all our customers/contractors expecting payment from the government.
4. Our point of contact is Ms. Deanna Ochoa, U.S. Army Medical Command Health Care Acquisition Activity, DSN 471-4412 or Commercial (210) 221-4412.

2 Encls


PAUL G. MICHAELS
LTC, MS
Commanding



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REPLY TO
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January 19, 2001

INVOICES VP01-01

The purpose for this notice is to provide you with information that will assist in the preparation of the invoices sent to DFAS, thereby eliminating errors on the invoices and the need for DFAS to return invoices. **BOTTOM LINE: LESS DELAYS AND FASTER PAYMENTS!** The quality of DFAS service depends on the accuracy of the invoices and the DD 250 Report. The invoices should identify specific areas for the below-required elements in accordance with 5 CFR Part 1315.9.



Elements required for valid invoices include:

- a. Name of Vendor.
- b. Invoice Date.
- c. Government Contract Number or Purchase Order Number.

If your contract document is on a DD Form 1155 or DD Form 1449, always include the Delivery Order/Call Number/Delivery Order Number on your invoice.

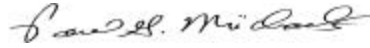
- d. Vendor Invoice Number, Account Number, and/or other any other number agreed to by the Contract.
- e. Description.

Contract/Order Line Item Number
Price
Quantity of Goods or Services rendered

- f. Shipping and Payment terms.
- g. Taxpayer Identifying Number (TIN).
- h. Banking Information for Electronic Funds Transfer (EFT)
Note: The vendor must be properly registered in the Central Contract Register (CCR) [FAR 52.232-33]. This includes ensuring the EFT information in the CCR is accurate and current. Without this information, payments reject and the DFAS OPLAC must contact vendors to correct. To register, you may go to www.CCR2000.com.
- i. Contractor Name, Title, and Telephone Number.
- j. Other substantiating documentation or information required by the contract.

Should you need additional assistance with invoices, please contact the Contracting Administration Office stated on your original contract or contract modification. Our goal is to achieve LESS DELAYS AND FASTER PAYMENTS TO VENDORS!

This notice has been coordinated with/approved by the DFAS-SA PAT Team Office. The point of contact for this INFORMATION NOTICE is: Ms. Deanna Ochoa, e-mail deanna.ochoa@cen.amedd.army.mil, phone (210) 221-4808.



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REPLY TO
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19 January 2001

MATERIAL INSPECTION AND RECEIVING REPORT (DD FORM 250) MIRR 01-01

The purpose for this notice is to provide you with information that will assist in the preparation of the DD Form 250 and, hopefully, eliminate errors that result in the need for DFAS to return them. **BOTTOM LINE: FASTER PAYMENTS TO OUR VENDORS AND THE ELIMINATION OF INTEREST PENALTIES!** The quality of DFAS service depends on the accuracy of the invoices and the DD Form 250 Reports they receive. The DD Form 250, Material Inspection and Receiving Report, was revised as of August 2000. (Copy enclosed). **The new DD Form 250 should be available in the AMEDD Electronic Forms Support System (AEFSS) under Local Forms DD250 (NEW).** If not, please contact your AEFSS systems administrators to add the new DD Form 250 into your Local Forms. The form now identifies specific areas for the below-required elements in accordance with the Federal Acquisition Regulation. All previous editions are obsolete.



Elements required for a valid receiving report include:

- a. Contract Number or Purchase Order Number.
- b. Adequate description of supplies delivered or services performed, including the contract line number applicable, to ensure identification to contractual requirements.
- c. Quantities of supplies or services received or performed.
- d. Date supplies or services were performed.
- e. Date supplies or services were accepted by the designated government official.
- f. Signature of government official authorized to receive supplies or services.
- g. Printed name, title, mailing address, and telephone number of designated government official responsible for acceptance or approval functions.

When completing the DD Form 250, pay special attention to the date goods or services were received and accepted. Policy guidance states that receipt and acceptance are two separate events and both require dates. When actual acceptance occurs later than the 7-day constructive acceptance period, constructive acceptance will be used to compute payment due date and any resulting interest penalty payments. For service type contracts, the delivery date or date received is the end of the service period. For example, the billing period is September 1 through September 30. The delivery date for the service is September 30, 2000. If the receiving report is received by DFAS after the constructive acceptance date, then the constructive acceptance date applies to determine the payment due date.

When submitting faxed copies of the receiving report, ensure that you send a copy to the DFAS fax server at (210) 527-8131 or (210) 527-8189; DSN prefix is 448. Ensure that you maintain a record of when you faxed it and the telephone number from which you faxed it. This will ensure that DFAS can readily research any lost or misplaced documents. Also, please ensure that your sending fax machine has all the sending location identification embedded into its memory. Please do not fax and follow-up with hard copy documents to DFAS. This could result in slow or erroneous payments. High dollar value items, Net 10 or 14 days payment terms, and high visibility items, should be addressed to the attention of the DFAS Customer Service Section Chief so they can pull the fax from the right fax server to ensure it is processed promptly.

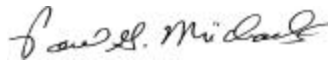
Use the internet to contact the DFAS Customer Service Section or the 1-800-478-5636 phone number to obtain payment status. The Internet address is <http://www.dfas.mil/money/vendor>. You may also contact DFAS-SA Customer Service via e-mail - DFAS-SA-VPIS@DFAS.MIL. DO NOT E-MAIL INVOICE/RECEIVING REPORT (DD Form 250) TO DFAS-SA. Always include as a subject: Contract/Order Number. By using these resources, you will allow the DFAS pay technicians more time to concentrate on processing invoices and receiving reports. Should you need additional assistance with payments that cannot be resolved by DFAS, please contact the Contracting Administration Office stated on the original contract/order or contract modification. This should result in, FASTER PAYMENTS TO OUR VENDORS AND THE ELIMINATION OF INTEREST PENALTIES!

The obsolete DD Forms 250 (those dated prior to August 2000) will continue to be accepted by DFAS until 1 February 1 2001. Any obsolete DD Forms 250 dated/received after 1 February 2001 will be returned to the receiving activity.

Although the new DD Form 250 is the preferred method for the submission of receiving reports, the DD Form 1155 and the DD Form 1449 may still be used. However, it is imperative that the printed name, mailing address and telephone number of the accepting government official be included along with his/her signature.

This INFORMATION NOTICE has been coordinated with/approved by the DFAS-SA, PAT Team Office. The POC for this notice is Ms. Deanna Ochoa, e-mail deanna.ochoa@cen.amedd.army.mil, phone (210 221-4808)

Encl
DD Form 250


PAUL G. MICHAELS
LTC, MS
Commanding

MATERIAL INSPECTION AND RECEIVING REPORT						<i>Form Approved OMB No. 0704-0248</i>	
The public reporting burden for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0248), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.							
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO EITHER OF THESE ADDRESSES. SEND THIS FORM IN ACCORDANCE WITH THE INSTRUCTIONS CONTAINED IN THE DFARS, APPENDIX F-401.							
1. PROCUREMENT INSTRUMENT IDENTIFICATION (CONTRACT) NO. DADA10-00-D-XXXX		ORDER NO. 00XX		6. INVOICE NO./DATE XXX 7 AUG 00		7. PAGE OF 1 1	
2. SHIPMENT NO. ABC 0001		3. DATE SHIPPED 1 JUL 00		4. B/L (if applicable) TCN (if applicable)		5. DISCOUNT TERMS 1% - 20 NET 30	
9. PRIME CONTRACTOR CODE (cage code) RIGHT-WAY SERVICES, INC 1 MEDICAL DR SURGICAL CITY, NY 12345- ATTN: JANE DOE, ACCOUNTS RECEIVABLE				10. ADMINISTERED BY CODE (DODAAD) MEDCOM CONTRACTING CENTER ATTN: MCAA-C 2107 17TH STREET; BLDG 4197 FORT SAM HOUSTON, TX 78234-5015			
11. SHIPPED FROM (If other than 9) CODE (See Block 9)				12. PAYMENT WILL BE MADE BY CODE DFAS SA-FPV OPLOC 500 McCULLOUGH AVE SAN ANTONIO, TX 78215-2100			
13. SHIPPED TO CODE COMMANDER U.S. Army MEDDAC ATTN: HSTO-ER FORT ANYWHERE, MI 24589-0000				14. MARKED FOR CODE 210202000000747439PE438000000252H45WXAGW45B9H035 5N301WXUG42041133			
15. ITEM NO.	16. STOCK/PART NO. <i>(Indicate number of shipping containers - type of container - container number.)</i>	DESCRIPTION		17. QUANTITY SHIP/REC'D*	18. UNIT	19. UNIT PRICE	20. AMOUNT
0001	AA	E.R. PHYSICIAN SERVICES AT ACUTE CARE HOSPITAL PERIOD OF PERFORMANCE: 1 - 31 JUL 00 TOTAL: \$7,500.00 THIS CLOSES ORDER 00XX ONLY; BASIC REMAINS ACTIVE WITH 2 OPTION YEARS		100.00	HRS	75.000	7,500.00
21. CONTRACT QUALITY ASSURANCE a. ORIGIN <input type="checkbox"/> CQA <input type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.				b. DESTINATION <input type="checkbox"/> CQA <input checked="" type="checkbox"/> ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.			
DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: TITLE: MAILING ADDRESS: COMMERCIAL TELEPHONE NUMBER:		DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: JOHN H DOE TITLE: CF, E.R BRANCH MAILING ADDRESS: POLAR HOSPITAL 123 SURGICAL LANE FT ANYWHERE, MI 24589-0000 COMMERCIAL TELEPHONE NUMBER: 123-456-7890		22. RECEIVER'S USE Quantities shown in column 17 were received in apparent good condition except as noted. (DATE) (SIGNATURE) DATE RECEIVED SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE TYPED NAME: JOHN H DOE TITLE: CF, E.R BRANCH MAILING ADDRESS: POLAR HOSPITAL 123 SURGICAL LANE FT ANYWHERE, MI 24589-0000 COMMERCIAL TELEPHONE NUMBER: 123-456-7890 <i>* If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.</i>			
23. CONTRACTOR USE ONLY							